Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040020-1

SECRET

Classification

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. DDP - 78

1. TITLE OF REPORT (if a fill-in report include Form No.)

25X1

[ ] ACTIVITY REPORT

2. TYPE OF REPORT: [ ] STATISTICAL [X] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL; [ ] LOGISTICS [ ] SECURITY; [ ] MEDICAL [ ] FINANCE; OTHER (specify) Operations

4. NO. OF COPIES PREPARED: 18

5. FREQUENCY (weekly, monthly, quarterly, etc.): Semi-Annual

6. DISTRIBUTION (No. of components not number of copies): 2

7. FORMAT (memorandum, form computer print-out, etc): Memo

8. ADP PROCESSING: [ ] YES [ ] NO IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: [ ] 25X1

10. PREPARING COMPONENT (include lowest level contributing information to report): Stations of Operating Divisions and TSD

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR: $16,194.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To control issuance and use [ ] 25X1

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[X] RETAIN AS IS [ ] OTHER (explain)

[ ] CHANGE

[ ] DISCONTINUE

ESTIMATED SAVINGS: MAN-HOURS | DOLLARS

16. DATE OF INVENTORY: October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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18. EXTENSION

FORM 142

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